

Market Range Detail - Human Resources Manager - County

Effective Date

May 16, 2007

Market Range Title Description

This market range title is reserved for positions that are responsible for Countywide management and implementation of one or more major human resources functions and projects as they relate to the overall business strategies and philosophies of the County. Primary duties typically include handling the most complex and sensitive HR issues, advising County management on HR related issues, formulating and recommending HR policies, plans, and programs, researching and analyzing the impact of HR related legislation, assisting in department budget development, and participating in department strategic planning. Positions in this market range title supervise professional HR Analysts and typically supervise subordinate HR supervisors. Incumbents are responsible for the development and management of supervisory and/or professional HR staff including hiring, training, and performance management.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$32.28	\$40.11	\$47.93

Likely Minimum Qualifications

- Bachelor's Degree in Human Resources, Business Administration, Public Administration or a related field
- 5 years of professional human resources experience including at least 3 years of supervisory or management experience
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Employee Health Initiatives Manager
- HR Manager - Payroll & Employee Records
- HR Manager - Recruiting & Staffing

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.